

Check list for preparation and supervision of student theses		Student	Examiner
Before starting student thesis	Request for admission at the academic examination office	<input type="checkbox"/>	
	Topic search (around 4 months prior starting) The request has to be filed via the online form on the faculty's website . Topic ideas are published on the institute's individual websites.	<input type="checkbox"/>	
	Central coordination of the request with consideration on urgency. Response to the students.		<input type="checkbox"/>
	Discussion of the assignment <ul style="list-style-type: none"> • Topic and research questions • concrete tasks • notices to literature and data sources • explanation of type and extent of the work • evaluation criteria 	<input type="checkbox"/>	<input type="checkbox"/>
	Acceptance of a topic	<input type="checkbox"/>	<input type="checkbox"/>
	Determination of supervisors and examiners	<input type="checkbox"/>	<input type="checkbox"/>
	Filing the application form	<input type="checkbox"/>	<input type="checkbox"/>
	Registration of the student work at the academic examination office	<input type="checkbox"/>	
During student thesis	Arrangement of a work and time schedule <ul style="list-style-type: none"> • timeline/focal points • determination of intermediate results and feedbacks • deadline • extent and procedure of the colloquium 	<input type="checkbox"/>	<input type="checkbox"/>
	Preparation of the written work	<input type="checkbox"/>	
	Check and adjustment of the timeline		<input type="checkbox"/>
	Insertion of assignment and declarations (with signatures!)	<input type="checkbox"/>	
	Compilation of appendices and further results	<input type="checkbox"/>	
	Printing and binding the thesis	<input type="checkbox"/>	
	Timely submission of the results	<input type="checkbox"/>	<input type="checkbox"/>
After student thesis	Arrangement of a date for the colloquium	<input type="checkbox"/>	<input type="checkbox"/>
	Reporting the evaluation to the examination office		<input type="checkbox"/>
	Conclusion: vacating the workplace, returning keys if applicable	<input type="checkbox"/>	